

RECORDS MANAGER

Class Definition

Under direction, plans, coordinates, and supervises the operations of the Records Bureau of the Police Department.

Distinguishing Characteristics

Records Manager is a non-sworn single position class responsible for managing the Records Bureau of the Police Department. The Bureau processes and distributes police reports, maintains automated criminal history and crime report files, and provides over-the-counter service to citizens and law enforcement agencies. This class is distinguished from Records Supervisor in that incumbents of the latter are first-line supervisors on an assigned shift. This is an unclassified position in which the incumbent serves at the will of the Police Chief.

Typical Tasks

(The incumbent may not be assigned all duties listed, nor do the examples cover all duties which may be assigned.)

Plans, coordinates, and supervises the operation of the Records Bureau to reflect the needs of the Police Department.

Analyzes and reviews existing procedures; participates in the development and adoption of improved records processing and storage procedures.

Develops and maintains the Records Bureau operating budget.

Plans long-range programs to meet current and future needs of the Records Bureau.

Directs and recommends the purchase of materials, new and replacement equipment, and contractual services.

Establishes and administers training programs for subordinates. Performs related duties as required.

Knowledge, Abilities, and Skills

Knowledge of organizational procedures, office standards, practices and systems, including automated processing and storage of public records.

Knowledge of the principles and techniques of management, including program planning, implementation, and administration, and budgetary practices and controls.

Ability to compose letters, maintain records, and prepare reports.

Ability to assign and supervise the training of clerical employees in a Police Department.

Ability to communicate effectively in oral and written form.

Ability to understand and follow complex written and oral instructions.

Ability to establish and maintain harmonious working relationships.

Minimum Qualifications

Thirty units of accredited college level course work in business administration, public administration, information systems, or closely related field, and three years of experience in records administration. Two years of experience equivalent to that gained as a Records Supervisor with the City of Fresno may be substituted for the college course work.

Necessary Special Requirements

Possession of a valid California Driver*s License at time of appointment.

Successful completion of an extensive background investigation, which may include a psychological evaluation, a polygraph examination, and/or a medical exam.

APPROVED: _____
Director of Personnel

DATE: _____

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